

ASSISTANT ENGINEER

DEFINITION

To perform varied civil engineering work in the design and construction of a variety of municipal projects; and to act as a general assistant to the Director of Public Works.

EQUIPMENT, METHODS AND GUIDELINES

Uses Federal, State and local laws, policies, procedures and practices; statistical data, knowledge of public works principles and practices; knowledge of statutes related to general building practices. Uses City vehicles, telephones, PC terminal and software, calculator, FAX machine, printer and copier. Uses statistical material and a variety of resource materials.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve attendance at meetings, including some that are conducted during the evenings. May also include occasional irregular hours.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays). Ability to lift and carry files, blue prints and plan documents.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Public Works.

May exercise indirect supervision over technical and clerical staff as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Coordinate the development of plans and estimates for construction and major repair of public works systems.

Confer with supervisors and staff regarding project priorities and major repair of public works systems.

Check subdivision plans for conformance to City standards.

Administer construction contracts by coordinating with consulting engineers' inspect project sites to assist in solution of difficult problems; interpret specifications.

Participate in the preparation of special engineering studies and reports.

Coordinate public works systems activities with other City departments, divisions, and sections and with-outside agencies.

Assist in the preparation of the division's budget.

Review and check tentative and final land divisions and subdivisions improvement plans and agreements for accuracy and conformance with City codes, or ordinances and policies.

Assist in the preparation of the capital improvement program.

Attend City Council meetings and represent division as required.

Attend engineering meetings and conferences to keep abreast of current municipal engineering techniques.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of

Principles and practices of engineering as applied to public works and construction projects.

Methods and techniques used in the design and construction of a variety of public works projects.

Modern developments, current literature and sources of information regarding the assigned area of engineering.

Applicable federal and state laws and regulations.

Applicable laws and regulatory codes related to development and construction.

Ability to

Plan, direct and coordinate public works engineering projects.

Communicate clearly and concisely, orally and in writing.

Prepare specifications, cost estimates, work schedules, plans, maps and reports.

Make complex engineering computations and check, design, and supervise the construction of a wide variety of public and private facilities.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two years of experience in the performance of engineering work.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate California driver's license.